

TOWN OF STETTLER

<u>Prepared by:</u>	Parks & Leisure Services	<u>Number:</u>	X-1(e)(vi)
<u>Adopted by:</u>	Town of Stettler Council	<u>Original Policy:</u>	1999 04 20
		<u>Previous Policy:</u>	2004 03 16
		<u>Current Policy:</u>	2013 04 16

Title: **Community Hall Rental Rates**

Purpose: To establish rental rates for the use of the Stettler Community Hall.

Policy Statement: The following rates are intended to cover operational costs of the facility while at the same time remain competitive with other similar facilities within the community. All prices below do not include GST.

Effective Date: The rental rates in this policy will come into effect for new Community Hall bookings taken after February 19, 2013. All bookings taken prior to February 19, 2013 shall be subject to the rates within the previous policy dated March 16, 2004. For interpretation and clarification purposes only the rates from the previous policy will be grandfathered to prior bookings, the damage deposit check list shall be effective to all bookings after February 19, 2013 regardless of when they were booked.

Rental Fees:

1. Hall

For Weddings and other uses requiring any portion of 3 consecutive days

- 3 day rental from 4pm Friday to 4pm Sunday or any portion of 3 consecutive days
\$950 includes Kitchen and Bar, per 3 consecutive days
- 1 day rental includes kitchen and bar \$650

For Public Meetings and Funerals and other similar events:

- 1 day rental includes Kitchen \$425
- Multi day rentals for retreats, etc. without kitchen or bar \$300/day
- Out of Town Commercial Productions a minimum of \$650/day
- Extra set up day \$250
- Damage/booking deposit of \$150 for meetings and \$500 for weddings/banquets is required **AT TIME OF BOOKING**. If event is cancelled, deposit will be held until rebooked. If date is not rebooked deposit will be applied as rental for loss of booking.

- 2. Corkage** (Fountain Pop) - \$1.75 per person
 - A copy of the Liquor Permit is requested.

- 3. Moving Piano** off the stage
\$50.00 (must be Town workers or a professional piano mover).

4. Ag. Society Agreement

The Stettler Ag. Society will have access to use the Stettler Community Hall for their own use at no rental charge for up to 10 days annually for Major Events. Current cleanup charges will apply. Damage deposit waived – damages will be billed if required.

Town of Stettler Community Hall Rental Checklist

Applicant's Name _____
 Date _____ Time _____

	<u>YES</u>	<u>NO</u>	<u>Cost</u>
Heat/Air Set Back to Room Temp			\$25.00
Stove and Oven Off			\$25.00
Fans off			\$5.00
All doors closed and locked			\$25.00
Evidence of Smoking inside building			\$100.00

Please check the items listed below as these items are subject to fines

	Cleaned		COST	Damaged	
	YES	NO			COST
Dressing Rooms/ Stage Area Cleaned			\$20-100		
ALL Garbages Emptied			\$50.00		
Chairs Put Away-Stacked 7 high			\$20-\$100		
Tables/cleaned and put away			\$20-\$100		
Sinks/cleaned and wiped			\$25.00		
Walk in cooler-Cleaned			\$50.00		
Stoves/Ovens/Microwave Cleaned			\$20-\$100		
Grease Traps Cleaned out			\$40.00		
Pop canisters/change empties			\$20		
Buffet Table Cleaned/Stored in storage room behind door			\$30.00		
ticket room cleaned			\$10		
Dishes Cleaned/Put away			\$20-\$100		
Counter tops cleaned			\$30.00		
Bar Area Cleaned			\$25.00		

All decorations and debris removed from floors,walls, ceiling (tacks, pins, tape)

		\$20-\$100	
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Last Minute Check

Stage		Main Hall		Bar		Coatroom	
Dressing Rooms		Kitchen		Bathrooms		Entryway	

**Please leave out any tables or chairs that are broken and notify office when returning key if anything needs repaired.

**Any damage done will be assessed on an actual time and materials basis and will be billed accordingly. The Town of Stettler is not responsible for items left behind.

Community Hall Rental Rules and Regulations

1. The hall shall be rented to adult persons only. The contact person(s) shall be in attendance for the duration of the function.
2. The applicant will be responsible for setting up as well as take down. All tables must be cleaned prior to putting away and tables and chairs must be returned to their original location.
3. The applicant must have the hall cleaned up **before 8 am** the following day of their rental.
4. All garbage cans must be emptied and taken to dumpster outside and recyclables removed.
5. No unauthorized alcohol shall be permitted in the hall.
6. (i) Consumption of alcohol may be permitted provided the user follows the regulations of the Alcohol and Gaming Commission of Alberta. The permit must be posted in a conspicuous place in the Hall during the event.

(ii) Insurance for any event involving alcohol must be purchased by the user.
7. Exit doors shall remain unblocked at all times.
8. No exposed candles may be used.
9. Use of confetti inside the hall is prohibited.
10. Ensure all lights are turned off and all doors are securely locked when leaving.
11. The lessee agrees that use of the Hall beyond the period stated on the application (i.e. next morning clean-up) may result in an additional charge.
12. The Town of Stettler accepts no responsibility for any items left in the hall by lessee or guests.
13. Private functions are responsible for their own coffee, tea, etc. and the hall does not provide sharp knives or wine glasses.
14. You must use hooks provided for hanging decorations or blue sticky tac.
15. The Stettler Community Hall is **NON SMOKING**.